

Lucas County Workforce Development Agency

Bidder's Conference

The Source
1301 Monroe Street
Toledo, Ohio 43624

Friday, April 22, 2005
2:00 to 4:00 p.m.

Projects: RIO And Step-Up

AGENDA

Project RIO

- I. Legal Notice
- II. Bid Specifications-RIO
- III. Cover Sheet-Addition
- IV. General Information
- V. Q&A-Written Question-County Web site <co.lucas.oh.us/wda>
- VI. Boiler Plate-Review-write in proposal any conflicts you have with it

Project Step-Up

- I. Legal Notice
- II. Bid Specifications-Step-up
- III. Cover Sheet-Addition
- IV. General Information
- V. Q&A-Written Question-County Web site <co.lucas.oh.us/wda>
- VI. Boiler Plate-Review-write in proposal any conflicts you have with it

Project RIO Bidders Conference

April 22, 2005

2:00 p.m. to 4:00 p.m.

The Source

1301 Monroe St., Toledo, OH 43624

Questions & Answers

1. Clarification: Will all participants be pre-screened by LCWDA? What is the screening criteria for participants? Will contracting Agency receive referral package with any services (core) being provided at time of referral?

Answer: All participants will be made eligible by LCWDA staff as they will be registered WIA participants, however, if the successful bidder could send ex-offenders to The Source for services, i.e., attending the System's Orientation. From that orientation, they would go to the be referred to LCWDA for Intensive services/eligibility. Only if they are found to be in need of more services, then they would go on to the RIO program. There would be no referral package per se.

2. Is this a new initiative, or has a similar grant been proposed before?

Answer: This is a new initiative. In the past the ex-offender program was funded under Dislocated Worker funding and the subcontractors did their own eligibility, case management, assessments, and placement services.

3. Are there specific outcome measures defined?

Answer: Yes, the WIA Performance Standards apply to ALL registered WIA participants. LCWDA staff will control exiting of clients, so the successful bidder would not be directly responsible, but be providing services which lead to those standards. Additionally, you should provide your own outcomes that fit the specifications of your program design. (e.g., class size, number completing program, number to be served, number to be placed)

4. Double spaced or single?

Answer: Double space is usually easier for readers, but as we did not specify in the packet no one would be disqualified for single space.

5. OJT and Work Experience, how do I create a seamless flow or services and processes when I don't know about how (we) can utilize OJT and work experience?

Answer: Policies for on-the-job training and work experiences for LCWDA are on the county Web site at www.co.lucas.oh.us/wda.

6. Will the successful bidder be able to supply the ex-offender for this bid process or does The Source recommend the ex-offender?

Answer: See answer "1" above.

7. On the cover sheet handed out at the bidder's conference, for the FEIN number, can non-profits utilize their tax exempt ID number?

Answer: If your organization has employees, it is required to have a FEIN number which includes non-profit agencies. If you do not have one, you can apply for one online at the IRS Web site.

8. Where are the budget pages?

Answer: This is an informal bid process so no budget was included. You can use your own form to specify costs for the contract. Our budgets have the following line items which you can use if you wish:

I. Staff costs: Salaries, Payroll related Expenses, Administrative Cost/Professional fees-

Total Staff.

II. Operational Costs: Travel, Consumable supplies, Occupancy, Insurance, Indirect Costs, Other-Miscellaneous-

Total Operational.

III. Equipment Costs: A. Equipment Subject to Depreciation, Small Equipment Purchase, Leased and Rented Equipment, Equipment Repair and Maintenance-

Total Equipment Costs.

IV. Total Program Budget for Contract Services.

Project Step-Up Bidders Conference

April 22, 2005

2:00 p.m. to 4:00 p.m.

The Source

1301 Monroe St., Toledo, OH 43624

Questions & Answers

- 1. Does this replace ITA's that WIA clients currently use for training at sites other than The Source?**

Answer: No, the Individual Training Accounts (ITAs) are for registered WIA job seekers who have completed Intensive services and assessed to need training to become employable. With an ITA, the job seeker must receive a recognizable degree/certificate for employment. A class in Word or Excel is a pre-vocational Intensive activity which makes someone more employable, but does not lead to a industry certificate. Soft skills and basic skills are the same.

- 2. Where are the budget pages?**

Answer: This is an informal bid process so no budget was included. You can use your own form to specify costs for the contract. Our budgets have the following line items which you can use if you wish:

I. Staff costs: Salaries, Payroll related Expenses, Administrative Cost/Professional fees-

Total Staff.

II. Operational Costs: Travel, Consumable supplies, Occupancy, Insurance, Indirect Costs, Other-Miscellaneous-

Total Operational.

III. Equipment Costs: Equipment Subject to Depreciation, Small Equipment Purchase, Leased and Rented Equipment, Equipment Repair and Maintenance-

Total Equipment Costs.

IV. Total Program Budget for Contract Services.

- 3. What happened to the Career Assessment section of the original RFP?**

Answer: The prior bid had an assessment piece that was removed for two reasons. The maximum cost allowed prior was for a maximum of \$15,000. The state had raised this to \$24,999 so with the WIB approving \$75,000 this came to three contracts at \$24,999. Also, there is currently a TANF contractor providing these services for three years at The Source, and the Operator is planning to purchase more assessment tools for Core services, so it was felt this would be a duplication of services. Adding additional workshops in limited space was an issue as well.

- 4. The maximum two-page service description - can you include #3 class schedule including size, time frame, dates, etc.?**

Answer: It was thought that you would need two pages to effectively describe your program. The third item which asked you to address class schedule, size, timeframe, dates etc. should be an attachment, perhaps chart versus narrative.

- 5. Will you accept the questions that were e-mailed to you from the Educational Partners?**

Answer: These were all addressed at the bidder's conference and are in the Agenda as bullet items.

- 6. Do you provide the computers and software? If so, what version of the software is it? Do you provide visual aid equipment, i.e., white board, projector? If you do provide, do we pay to use these?**

Answer: Yes, we provide the computers and some software, depending on what you propose. (Windows 2000-Professional Small Business Version in a lab of 15 computers with one ADA workstation.) We do have visual aid equipment for you to use. When you are housed at the One-stop, these figures are figured in by the Full-Time Equivalents (FTEs) and the square footage as described in the Memorandum of Understanding signed by the One-Stop Partners. The rate is \$550 per month for one FTE at 40 hours per week. (This calculation includes the square footage.) (If you need further clarification can call the One-Stop Operator to get estimates for your budget for these costs: 419-213-6350 Craig Gebers.)

- 7. Do we have to rent space if we are not a current provider?**

Answer: This contract would not effect your current obligation as a One-Stop Partner at the Source. These rent charges are not related to your current space for example, an Educational Partner under Vocational Education. The successful bidder would be providing services for WIA and fall under the WIA FTEs under the MOU, just as any of our subcontractors on-site would fall. If awarded a bid, these WIA dollars could NOT be applied to your Partner obligations already agreed to in the signed MOU.

- 8. Can we hand out flyers or posters to help the client to be referred?**

Answer: This would have to be worked out with the One-Stop Operator and marketing along with the LCWDA staff. There is currently a monthly schedule for job seekers of Core workshops. Since not everyone would be eligible, only LCWDA program participants, we would have to review the impact before agreeing to how we would proceed.

- 9. Do we bill hour for hour even if there are no referred individuals in the program scheduled for the day?**

Answer: With a cost reimbursement contract you would bill for actual costs, e.g., staff person for 20 hours a week at their hourly rate. However, to bill for these costs, a unit rate of total number of clients served will be used for billing to ensure that you have met the contractual number of participants specified. We would specify in the contract a number to be served, so if no one showed up, for example, the contract could be terminated with notice as specified in the sample boiler plate.

- 10. How will the services of the awarded contract be evaluated? Or, what are the expectations of the WIB for awarded contracts?**

Answer: The contracts will be evaluated according to the goals and expenditures of the contract. The WIB's subcommittee will review according to the ratings specified in the bid specifications and make recommendations to the full WIB.

- 11. Will the evaluation of services be directly related to the service provided (i.e., competencies gained) or indirectly (as to gained employment)?**

Answer: Both will be looked at. It will be according to what is in your contract.

- 12. Why were questions not allowed from the group gathered at the conference? (It was a waste of time - and it did not help others to be able to hear questions and responses!).**

Answer: This is standard with United States Department of Labor (US DOL) procurement process. If questions are answered orally, there is apt to be individual interpretations of the answer, so if they are in writing so there is less margin of error. Additionally, anyone can see the answers on the Web site as needed.

- 13. If we are currently partners, what is the formula for space FTE?**

Answer: See number 6 and 7 above.

- 14. Will the Source be open evenings for delivery of services?**

Answer: Not at this time.

- 15. Since there is no case management involved, will providers be working with cohort groups? Ex: Computer training! Will same participants be taking all courses in a series?**

Answer: It depends on what you propose. If this makes for better programming, that is fine.

16. May two or more departments from the same agency be awarded funding? (specifically, can they each receive a grant?).

Answer: Yes, for different services.

17. Will all workshops be held at The Source?

Answer: For project Step-Up, yes.

18. Are there certain hour requirements for the project?

Answer: No, raters will compare programs and prices. During contract negotiations for successful bidders, the Operator would have to advise us on what space is available when.

19. Who are the Participants? Are they referred?

Answer: Participants will be WIA program eligible and referred by LCWDA staff.

20. Are participants screened before participating in the workshop?

Answer: All participants will be made eligible by LCWDA staff as they will be registered WIA participants, however, if the successful bidder could send participants to The Source for services, i.e., attending the System's Orientation. From that orientation, they would be referred to LCWDA for Intensive services/eligibility. Only if they are found to be in need of more services, then they would go on to the Step-up program.

21. Are the classes run on an individual basis or are the classes run monthly? Example: Word for one month.

Answer: A class implies that it is for a group. You should determine the length of time of your class (e.g., one month) in your proposal.

22. On the cover sheet handed out at the bidder's conference, for the FEIN number, can non-profits utilize their tax exempt ID number?

Answer: If your organization has employees, it is required to have a FEIN number which includes non-profit agencies. If you do not have one, you can apply for one on-line at the IRS Web site.